

**Division of Assessment Implementation
DAC Monday Email for March 24, 2003**

Question of the Week!

Q: In the past, if a student wrote an answer on the wrong page of the Student Response Booklet, we wrote an explanation in the margin. Since the answer booklets will be scanned, and the margins will not be copied, what do we do?

A: If a student responds on the wrong page in the Student Response Booklet (SRB), the teacher should indicate in the SRB which open response item the student was actually answering. They can make a notation along the top of the page, or at the beginning of the student's response. They should also attach a note to the front of the SRB detailing what happened and the BAC should then make a notation on the roster and School Group List. "John Smith's SRB has responses on wrong page." The SRB should then be placed on top of the stack from that school. Ideally, the BAC should notify Pam Ponzi via e-mail (pponzi@ctb.com) if this occurs, and she can immediately notify the scoring center that this student's document will need to be pulled for a **manual review**.

District Testing Windows

Attached below is a spreadsheet containing the testing window options chosen by each district in the state. Refer to this as students transfer into or withdraw from your district during this year's assessment so that testing can be completed for all students.



Testing Materials to Arrive This Week!

Districts should be receiving your KCCT and NRT Test Coordinator Kits this week. Please review the contents and let us know as soon as possible if you require additional test kit materials. Please check to ensure that all materials have correct information, such as correct school name or number. You may request additional materials by calling the KY Service Line at 1-800-282-5082, or you can e-mail Pam Ponzi at pponzi@ctb.com. Districts should also be receiving test booklets and Student Response Booklets this week.

Modified materials should be arriving next week. If you have any questions about your shipment, contact CTB at the number above.

Shipping Instructions

Directions for return shipping will be included in the materials you receive this week.

They are also available on the KDE website using the following path:

Testing and Reporting->District Support->Communications->Shipping Instructions

CATS Video

The video "Appropriate Testing Practices", used by many schools for Administration Code

review at this time of the year, is still a valuable tool. As mentioned at the assessment meetings, there are some minor issues that are now dated and need to be mentioned to anyone watching the video. These issues are listed below:

- *Ink pens CANNOT be used to answer open response questions this year.
- *LEP inclusion timeline is now after one year in a school/district, instead of two years.
- *Data Recognition Corporation is no longer a subcontractor for the assessment.
- *XP codes are no longer used in STI.
- *DMA, Division of Management Assistance, no longer is in charge of allegations.
- *While individual restroom breaks can occur during testing, the student must still be monitored.

Writing Development Handbook Updates

Minor updates have been made to the Writing Development Teacher's Handbook on the KDE website. Although it is not necessary to reprint the entire handbook, you might want to make teachers aware of changes on the following pages:

- *title page - change to date and logo,
- *iv, v, vi - update to contact information,
- *21 - verification of P-12 Marker Paper document,
- *27 - clarification of "Plagiarism,"
- *92-102 - update to Inclusions document for limited English proficiency

(LEP),

- *116 - update to Student Signature Sheet (LEP accommodations),
- *ii, 103-119 - new page numbers.

These changes do not impact writing portfolio scoring for this year.

CATS Online

Districts wishing to participate in the online assessment of the KCCT available for students with disabilities need to register by **April 10, 2003**. Notification should be through email sent to ***catsol@kde.state.ky.us***. The District Administrator will receive a username, a generic password, and a URL to the CATS Online Assessment website within 48 business hours of registration. You will need to register even if your district participated in the fall pilot. (Note: Macintosh platform is not supported for 2003 CATS Online due to compatibility issues yet to be resolved.)

The KETS Help Desk is already supporting the CATS Online Assessment local set-up, and can help any districts or schools in need of assistance at (502) 564-2002 or toll free at 1-866-538-7435.

It is critical that districts/schools interested in participation access and digest all of the support documents posted on the KDE web page. Just go to the KDE web page and enter "#CATS Online" in the Keyword/Search box.